6 March 1979

#### Classification Review Procedure

CRP 79-17

### Changes to or Deletion of Records in the DARE System

- I. The DARE system programming permits changes to or deletion of records previously entered into the system.
  - A. To change a record now in the system, complete the following steps: (EXAMPLE 1)
    - 1. Check "change" in the upper righthand corner of form 4023A.
    - 2. Enter in the appropriate boxes the job, box, folder, and document numbers of the record now in the system that is to be changed.

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- 3. Enter the "reviewer" field and the date of the change in the "review date" field.
- 4. Enter in the appropriate box only the new information necessary to make the desired change, leaving all other fields blank.
- B. To change a review classification, a slight modification to A above is necessary: (EXAMPLE 2)
  - 1. Follow the basic steps 1, 2, and 3 above.
  - 2. As specified in step 4 above, fill in the new classification constituting the change, but complete the "retention justification" field and "next review date" field as well, even if the old information is correct. NOTE: Changes in the classification of records already in the system will not be made without prior consultation with and approval of the appropriate branch chief.
  - 3. If the document is being changed to the "Z" category, fill in the name of the agency or agencies that must review the document.

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- C. To change a job, box, folder, or document number, complete the following steps: (EXAMPLE 3)
  - 1. Delete the existing record, a prerequisite for making this type of change. (See D below.)
  - 2. Complete a new form 4023A, being sure to include all entries required for any new action, and enter it into the system.
  - D. To delete a record from the system in its entirety:
    - 1. Check the "delete" box on form 4023A.
  - 2. Enter only the job, box, folder, and document numbers of the record to be deleted.
- II. The above instructions involve the use of only three of the four action boxes on form 4023A -- "new", "change", and "delete." The "re-review" box will be used after 1987 when records are recalled for re-review.

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